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1. PURPOSE

The purpose of this directive is to set out the rules and procedures with regard to eligibility conditions for Graduate Students wishing to stay at Koç University graduate apartments and the rules with regard to operation of such facilities as well as student disciplinary procedures and housing inspections.

2. SCOPE


The scope of this directive includes Koç University Dormitory Management, Graduate Schools, Office of the Dean of Students, Facilities Management, Directorate of Construction, Directorate of Financial Affairs, Human Resources Directorate, Technical Management, Security Management as well as all graduate students subject to housing.

3. REFERENCES

ISO 9001:2000 Clause 5.5.3, Clause 7.2.3
Higher Education Institutions Student Disciplinary Regulation
Regulation Concerning the Foundation and Organization of Koç University
Y20-YM-001 Koç University Dormitories Directive
P20-YM-004 Dormitory Check-Out Procedure for Students

4. DEFINITIONS

- 4.1. Dormitory Committee:** The committee consists of the General Secretary of the University, Dean of Student, Deputy Dean of Student, and the Dormitory Manager.
- 4.2. The Board of Trustees:** The Board of Trustees is the highest decision-making body of the University, and represents the University's legal personality. The Board of Trustees is defined in the Regulation Concerning the Foundation and Organization of Koç University.
- 4.3. Office of the Dean of Students:** Office of the Dean of Students generates, develops and inspects the operation of extra-curricular activities that assist in the cultural, social and personal development of students, within a conscious framework as well as developing and implementing programs aimed at facilitating student orientation to university life.
- 4.4. Directorate of Financial Affairs:** Koç University Directorate of Financial Affairs provides faculty members, researchers and administrative staff information related to finance, financial legislation, tax and accounting. The Directorate implements accounting and finance practices in accordance with the Turkish Tax Procedure Code, Turkish Commercial Code, Higher Education Legislation, Regulation Concerning Private Foundation Higher Education Institutions, Koç Holding Financial Affairs Procedures and the Board of Trustees of Koç University.
- 4.5. Facilities Management:** Facilities Management is the unit responsible from the operation of food & drink and transportation services as well as the activities of subcontractors.
- 4.6. Technical Management:** Technical Management is the unit supervising and performing all technical maintenance and repair operations at the dormitories.
- 4.7. Security Management:** Security Management is the unit commissioned for ensuring security of students, staff and the campus as well as taking preventive measures for preserving order in campus life.
- 4.8. Directorate of Construction:** Directorate of Construction is the unit preparing the program and budget for annual repair-maintenance-restoration works in all Koç University buildings as well as performing construction operations in connection with such works.
- 4.9. Graduate Student:** Any student receiving post-undergraduate education with or without scholarship.

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- 4.10. MA/MS/MBA:** Degrees to be awarded to graduate students.
- 4.11. Visitor:** All persons other than the apartment resident.
- 4.12. Department of Housing Services and Planning:** The unit organized under the Dormitory Management for administering and monitoring the planning, operation principles and inspection of graduate apartments.
- 4.13. Dormitory Officer:** The staff performing, monitoring and controlling processes relating to activities aimed at improving quality of service while providing a comfortable and peaceful accommodation environment to students who have satisfied the prescribed eligibility standards of residence.
- 4.14. Apartment:** Any off-campus apartment rented for housing graduate students.
- 4.15. Rental Fee / Deposit Fee:** Fees determined by the Office of the President each year in December to be valid as of September of the following year.

5. RESPONSIBILITIES

- Dormitory Manager is responsible for preparation of this directive.
- General Secretary is responsible for implementation and enforcement of this directive.
- Dormitory Management is responsible for implementation and coordination of the method.

6. BASIC PRINCIPLES

None.

7. METHOD

7.1. General Conditions

Graduate Students admitted to our university with or without scholarship, and who have obtained the right to housing, are provided housing at off-campus rented apartments. Apartments have been arranged by the University as furnished and including major appliances, with each room hosting 1(One) Graduate student.


7.2. Apartment Planning Process:

Apartments are allocated in accordance with online applications submitted by students on the basis of the offer letters issued to them by the graduate schools.

If approved by the relevant dean or Vice President for research, and provided that the budget from which the associated rental fee will be met has been specified, overseas and domestic visiting research assistants, who will participate in special projects, or assistants, who are required to extend their planned stay, in connection with similar projects, will be allocated a room.

Requests for extensions of stay due to non-completion of thesis work can be included in the planning only if approved by the director of the relevant Graduate School, depending on availability and subject to a rental fee.

Directors of Graduate Schools must communicate the above-mentioned requests to the Dormitory Management each year no later than by the end of July.

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7.3. Financial Matters:

7.3.1. Depending on scholarship status;

7.3.1.1. Graduate students with TÜBİTAK scholarship:

7.3.1.1.1. Students are required to pay the deposit money into our University's bank accounts in 4 (four) installments.

7.3.1.1.2. Students, who do not wish to stay in rooms allocated to them by the University, are eligible to receive rental assistance for the periods set forth in the Masters' and Doctorate Degrees Scholarship Regulation.

7.3.1.2. Graduate students with Koç University scholarship:

Room rental fees are paid monthly from the budget of the relevant Graduate School. Deposit fees are deducted from scholarship amounts in 4 (four) instalments.

7.3.1.3. Fee paying graduate students:

Students can take delivery of room keys upon presenting the bank receipts relating to room rental fee and deposit payments.

7.3.2. Housing (Rental) Fee

7.3.2.1. Housing (Rental) fee is inclusive of Internet connection (ADSL), telephone (fixed amount), apartment maintenance and service charge, water, electricity, natural gas (heating). Housing (rental) fee does not include meal expenses.

7.3.2.2. The following usage limits (quotas) apply to Graduate students living at off-campus apartments;

7.3.2.2.1. Pricing for Heating has been set at "1 m² heating : 3.14 m³ natural gas / month in respect of apartments installed with separate heating systems (combi-boilers).

7.3.2.2.2. Pricing for electricity:


223 kwh/month at apartments for 3 people

250 kwh/month at apartments for 4 people

275 kwh/month at apartments for 5 people

300 kwh/month at apartments for 6 people

Pricing for the additional electricity consumption limit: An additional 90 kwh/month electricity consumption limit applies to our

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apartments in Acarlar housing complex due to use of electric water heaters.

7.3.2.2.3. Pricing for water:

12 m³/month at apartments for 3 people

15 m³/month at apartments for 4 people

18 m³/month at apartments for 5 people

21 m³/month at apartments for 6 people

Consumption costs in excess of set limits are deducted from scholarship / deposit amounts of resident students in equal shares by the Directorate of Financial Affairs.

7.3.3. Compensation for Damages

7.3.3.1. Apartment residents are responsible from the use of items located inside the apartment and in common areas.

7.3.3.2. Students are personally responsible for compensating any damage they cause.

7.3.3.3. In the event the damage has been caused by more than one student, compensation for the damage in question will be collected from the concerned students in equal shares.

7.3.3.4. In the event individual or individuals responsible for the damage could not be identified, the damage will be divided among the apartment residents equally, and will either be collected from the apartment residents directly or deducted from their deposits.

7.3.3.5. The amount of damages is determined by the Dormitory Management, Directorate of Construction, Technical Management and Procurement Management.

7.4. Application and Placement Procedures


7.4.1. Students, who have been granted a right to housing by their Graduate School, submit their placement applications to the Dormitory Management.

Female and male students are assigned to separate apartments.

Apartments and rooms are allocated through lottery.

Former residents may move into empty rooms in their apartments, provided they notify and obtain approval of the Dormitory Management.

7.4.2. The fee of *en suite* rooms available at apartments are higher than the fee of other rooms. Should any student, who have won the right to stay in an en suite room inside the same

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house, does not wish to pay the fee difference, the concerned student is deemed to have waived her/his entitlement to the room by virtue of the lottery. A different room without bathroom will be allocated.

7.5. Apartment Check-in Procedures:

7.5.1. Upon signing the F21-YM-P10-02 Apartment Housing Agreement and the F21-YM-P10-01 Apartment Room Delivery Certificate, student gains right of entry to the apartment.

7.5.2. If the student fails to give a notice of check-out a month prior to check-out, the housing agreement is renewed automatically.

7.6. Notice of Malfunctioning Items and Defects:

Malfunctioning items and defects at apartments are repaired by concerned units or persons, whom can be reached using the track-it application on the website. Dormitory Management is not responsible from unreported malfunctions and defects or repairs undertaken by students.

7.7. Apartment Check-out Procedures:

Housing term is as set forth in the Masters' and Doctorate Degrees Scholarship Regulation. The Dormitory Management announces the check-out date at the beginning of August and the extensions until the 15th day of the same in accordance with the information communicated by the Graduate Schools. If it deems necessary, the Dormitory Management may change the students' rooms/apartments.

Prior to check-out, students are required to schedule an appointment with the concerned persons at the Dormitory Management to start the check-out procedures.

7.7.1. Students are required to do the following prior to check-out:

7.7.1.1. Leaving the apartment room clean, taking all personal property and belongings,

7.7.1.2. Visiting the Dormitory Management Office and completing the dormitory check-out form,


7.7.1.3. Handing over any the textile ware delivered at apartment check-in,

7.7.1.4. Returning the apartment and room keys.

7.7.1.5. In the event of failure to complete the foregoing check-out procedures, half of the dormitory deposit amount will be deducted.

7.7.2. Apartments are inspected by the Dormitory Management, which determines whether or not there is any damage to materials and fixtures, any rent owed or any money owed on utilities due to consumption in excess of set limits. Any moneys owed are deducted from the deposit. As billing of utilities (electricity, water, gas) occurs 1 month after the respective consumption period, reimbursement of deposit amounts are scheduled 1 month after check-out. Balance deposit amounts are returned to students.

7.7.3. The term of Apartment Housing Agreement is one year. In the event of an application for rental assistance prior to the end of the one-year term, such application may be accepted only

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if the applying student finds a replacement graduate student, who have been granted a right to housing but does not live in any university apartment. Otherwise, students, who check-out before expiration of the one-year term, shall be subject to rent deductions until the end of the one-year term.

7.7.4. Deposit amount is returned at check-out in accordance with article 7.7.1.

Students can no longer stay at their apartment once they have returned their keys and completed the check-out form.

7.8. Housing Rules

7.8.1. If it considers necessary, the Dormitory Committee may sanction students, who are found to be in violation of the Higher Education Council Student Disciplinary Regulation, with the penalty of suspension, and permanently expel such students from their apartments.

7.8.1.1. Students, who have been sanctioned with the penalty of suspension from the University for any reason, will be permanently expelled from their apartments.

7.8.1.2. Our university accepts no responsibility for any belongings left behind at apartments by students who have been permanently expelled from the University.

7.8.1.3. Pursuant to articles 7.8.1.1 and 7.8.1.2, belongings found at apartments will be discarded as junk.

7.8.2. Cleaning:

7.8.2.1. Apartments are delivered to students in a clean state at the beginning of the academic year.

7.8.2.2. Students are required to return their rooms back to the Dormitory Management in a clean state.


7.8.2.3. An amount, not less than 100 TL, determined on the basis of the market price of cleaning services, will be deducted from the deposits of students, who fail to fulfil the cleaning obligations in connection with their apartments and associated common areas.

7.8.2.4. Apartment residents are responsible for keeping their rooms and common areas in a clean state.

7.8.2.5. Feeding and keeping pets, cats, bird etc. inside the apartment and common areas are forbidden. Students, who are found to be keeping any pet, will be suspended from dormitories.

7.8.2.6. Hammering nails into walls or taking other actions which harm the walls, as well as using adhesive materials in a manner damaging the paint on the walls are forbidden.

7.8.2.7. Costs of damages to fixtures inside the apartments are deducted from student deposits.

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7.8.2.8. At check-out, it is essential that the apartment is returned as delivered. In the event the apartment is left unclean or with damages to fixtures or similar defects, costs associated with correcting the state of the apartment will be deducted from the student deposit. Apartment residents are collectively responsible for costs associated with repairs and cleaning undertaken in common areas.

7.8.2.9. Cleaning Supplies and Materials: Each apartment resident are responsible for the procurement of necessary cleaning supplies and materials for personal use.

7.8.3. Use of electrical kitchen appliances: For security and hygiene purposes, students must ensure safety and cleanliness of electrical appliances in accordance with relevant instructions.

7.8.4. Health: In the event of emergency illnesses, students should inform the Koç University Health Center. Health related issues of students are closely monitored by the Dormitory Management in coordination with the Health Center.

7.8.5. Noise: Students are expected to refrain from making noise at levels creating disturbance for their surroundings, as well as from listening to stereo, watching television, using computers and similar electrical and electronic devices at high volume levels.

7.8.6. Keys: In the event of loss of apartment keys, students are provided with new keys. Cost of replacement keys is 30 TL, which is deducted from the deposit. In the event of a lock change, students are responsible for all associated costs.

7.8.7. Alcoholic drinks and their consumption: It is strictly forbidden to have alcoholic drinks and empty bottles of alcoholic drinks inside student rooms and apartments. Recurring violations will lead to repudiation of housing entitlements.

7.8.8. It is strictly forbidden to possess and use firearms, sharp objects, fireworks and explosive materials. Violators will be permanently expelled from their apartments without warning.

7.8.9. Use and possession of narcotic and stimulant substances are strictly forbidden. Violators will be permanently expelled from their apartments without warning.

7.8.10. Internet lines installed at Graduate apartments are under the responsibility of resident students during the term of residence pursuant to the Law No. 5651.


For the text of the said law, see: <https://www.tbmm.gov.tr/kanunlar/k5651.html>

7.8.11. Room / Apartment Safety

7.8.11.1. Students are primarily responsible with regard to room / apartment safety.

7.8.11.2. Students are particularly recommended to lock their doors when leaving their rooms and apartments at all times as well as to take out insurance policy for their valuable personal property and belongings against theft or other types of damages and losses.

7.8.11.3. University cannot be held liable for any loss and damage.

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7.8.12. HGS entrance-exits will not be enforced on weekdays between 18.00 and 08:30 the next day, at weekends (Saturday and Sunday) until 08:30 on Mondays, on official and religious holidays until 08:30 on the day following the end of the holiday period.

Vehicles without HGS sticker or HGS authorization will only be permitted entry in accordance with the 18:00-08:30 rule upon leaving an identification card at the main entrance.

Violators will initially be given a warning by the Security Management, and in the event of recurrence, will be banned from entry to the campus by vehicle.

7.9. Penalties

Students residing at apartments must comply with the rules determined by Koç University as set out in the above articles.

Under any circumstances where it deems necessary (on the basis of a complaint, suspicion etc.), the Dormitory Management may check compliance of resident students with the abovementioned rules at any hour of the day, with due regard to the right to privacy.


If necessary, Dormitory Officers may recommend repudiation of housing entitlements of students, who do not comply with the rules, to the Office of the President.

7.10. Apartment Housing Discipline Procedures

Individuals, who are determined to have committed one of the acts defined in this directive under the heading “Circumstances and Acts Warranting the Penalty of Warning”, will be given the penalty of “Warning” by the Dormitory Management. A second “Warning” is considered a final warning. Any violation of the rules occurring after the second “warning” will lead to permanent expulsion of the concerned student from the apartment.

7.10.1. Circumstances and Acts Warranting the Penalty of Warning:


- 7.10.1.1.** Committing acts, orally or in writing, in the course of relations with other people, such as building residents and dormitory officers, which injure the honour and reputation thereof.
- 7.10.1.2.** Paying no regard to cleanliness, disturbing the order and comfort of co-residents by being constantly disorganized.
- 7.10.1.3.** Making noise, using audio and visual devices at levels disruptive to others.
- 7.10.1.4.** Failing to make timely explanations requested by the Dormitory Management without any valid reason.
- 7.10.1.5.** Evading receipt of invitation letters, complicating the work of the Dormitory Management.
- 7.10.1.6.** Acting in a way that may jeopardize security or assisting such acts.

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- 7.10.1.7.** Writing or drawing, sticking signs or similar shapes on walls, doors, fixtures, damaging the same, putting up any announcement or poster in any place outside personal room without approval of the Office of the President or Dean of Student, using dormitory rooms, facilities and surroundings for improper purposes.
- 7.10.1.8.** Taking down, tearing, changing, writing or drawing on announcements put up or approved by the Dormitory Management.
- 7.10.1.9.** Providing incomplete or wrong information to the Dormitory Management when requested, or failing to provide any information at all.
- 7.10.1.10.** Polluting living surroundings and environment.
- 7.10.1.11.** Only resident students are allowed to stay at the apartments. Visits and/or use by non-residents, including residents of other apartments, are at the responsibility of the student, who is visited or who allows his/her room to be used.
- 7.10.1.12.** Failing to comply with the rules and prohibitions prescribed by the Dormitory Management and other competent bodies.
- 7.10.1.13.** Feeding or keeping a pet at the apartment.
- 7.10.1.14.** Making hidden password changes, such as changing the password of the modem, in a way that can restrict the use of current or future residents.
- 7.10.1.15.** Possessing or consuming alcoholic drinks.
- 7.10.1.16.** Displaying actions that disturb the peace and quiet at the apartment.
- 7.10.1.17.** Using the apartment for purposes other than housing, renting the apartment, organizing a party at the apartment.
- 7.10.1.18.** Interfering with responsible staff and officers, ignoring warnings and notices.
- 7.10.1.19.** Smoking inside the apartments and common areas.
- 7.10.1.20.** Leaving cigarette stubs at the rooms, including window fronts, and common areas.
- 7.10.1.21.** Smoking, or letting others smoke, cigarettes at the rooms and common areas (If a smoking violation is detected but the persons responsible for the violation cannot be determined, room residents as well as any other person(s) present in the room will be held responsible for the violation.)

7.10.2. Acts and Behaviours Warranting Direct Sanction of the Penalty of Permanent Expulsion (Eviction) from the Apartment Without Prior Warning:

- 7.10.2.1.** Possessing or using weapons, explosive, burning, injurious or harmful materials and tools.

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7.10.2.2. Gambling, possessing equipment and tools used for gambling.

7.10.2.3. Using or possessing narcotic and stimulant substances.

7.10.2.4. Fighting.

7.10.2.5. Theft.

7.11. All students residing at apartments are responsible for observing the most recent version of this directive available at <http://dorm.ku.edu.tr/tr/assistant-apartments>.

8. RECORDS

F20-YM-P10-01 Apartment Room Delivery Certificate


F20-YM-P10-02 Housing Agreement

9. REVIEW

The responsibility for reviewing and updating this directive belongs to the Dormitory Management. Reviews will be undertaken each year in July.

10.SCHEDULE OF AMENDMENTS/DISTRIBUTION/APPROVALS

Amended Page	Date	Amendment	Amendment Made By
	20.10.2012	New Release	
	26.06.2013	All articles of Koç University Graduate Housing Directive have been reformulated.	Dormitory Management
	23.06.2015	All articles of Koç University Graduate Housing Directive have been reviewed and updated.	Dormitory Management
	21.03.2016	Articles 4.10.”, “4.15.”, “7.1.”, “7.2.”, “7.3.1.1.1.”, “7.3.1.1.2.”, “7.3.1.2.”, “7.3.2.”, “7.4.1.”, “7.7.”, “7.7.3.”, “7.7.4.”, “7.10.1.11.” of Koç University Graduate Housing Directive have been amended due to operational updates.	Dormitory Management
8	21.03.2016	New articles “7.10.1.19.”, “7.10.1.20.”, “7.10.1.21.” have been added to Koç University Graduate Housing Directive due to operational updates.	Dormitory Management
4	21.03.2016	Articles “7.5.3.”, “7.5.4.” of Koç University Graduate Housing Directive have been deleted due to operational updates.	Dormitory Management

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7	21.03.2016	New article “7.8.12.” has been added to Koç University Graduate Housing Directive due to changes in HGS sticker use.	
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Distribution (Relevant Departments)
Koç University Office of the President Koç University Office of the General Secretary Koç University Dormitory Management Koç University Security Management

Conformity Approval (Dormitory Manager):	Conformity Approval (General Secretary):	Enforcement Approval (President):
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